



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

EMS QUALITY IMPROVEMENT COORDINATOR

OPEN (Job Code 124141100)

CAREER OPPORTUNITY

The International Association of Firefighters is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: October 10, 2012 at 7 a.m.
FILING DEADLINE: October 31, 2012 at 4:30 p.m.
ORAL TEST DATE: Week of December 3, 2012

NOTE: You will be notified of ALL testing processes including interviews via email. Please include your email address and check your email, junk mail, and spam mail regularly to ensure you do not miss your appointment times.

Current Monthly Starting Salary: \$5,249.71

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position will monitor the emergency medical services (EMS) programs and personnel of the Las Vegas Fire and Rescue Department; to gather information, evaluate patient outcomes and provide feedback to EMS personnel; to coordinate services with area and regional emergency medical services organizations; to serve as the department's infectious control and billing compliance coordinator; to evaluate gaps in training of EMS personnel.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- An Associate's degree from an accredited college or university with major course work in EMS, fire administration, health care administration, nursing or a closely related field is preferred.
- Five years of experience as an advanced life support provider assigned to a response unit. Experience in measuring and evaluating quality and performance measures, preferably in the EMS environment, is preferred.

LICENSE AND CERTIFICATE:

- Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.
- Possession of a Nevada Paramedic or Registered Nurse license on the date of application, and maintenance thereafter.
- Possession, and maintenance thereafter, of all of the following, within one year of the date of appointment:
 - Advanced Cardiac Life Support certification from the American Heart Association;
 - Pediatric Advanced Life Support certification from the American Heart Association;
 - Ambulance Attendant license from the Southern Nevada Health District.
- Possession, and maintenance thereafter, of all of the following within 18 months of the date of appointment:
 - National paramedic registration (not required if a licensed registered nurse);
 - Nevada EMT Instructor certification; and
 - NIMS ICS 100, 200 and 700 certifications through the Department of Homeland Security/FEMA.

SEE REVERSE FOR MORE INFORMATION

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WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **Only the most qualified applicants will be invited to participate in the oral test, weighted 100% for placement on an eligible list.**

NOTIFICATION OF TEST SCORE: Your test results will be available on line at the following web address, www.lasvegasnevada.gov. Scores will be available to view on-line within 1 to 2 days after taking the exam and will be available on-line for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Recruitment & Employment Services Division at (702) 229-6315.

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to www.nvpers.org. **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).